



# PUBLIC SAFETY DISPATCHER - LATERAL

(Police - Public Safety Communications)  
(This is a Lateral position for applicants with dispatching experience)  
**SALARY RANGE: (40) \$33,280.00 - \$44,948.80 Annually**

**Open for application Monday, March 24, 2003.**

## City of Mesa Mission

We are dedicated to providing superior services to our customers in order to improve the quality of life for Mesa residents, businesses and visitors.

## Police Department Mission

Our mission is to improve the quality of life in Mesa by working together with all citizens to preserve life, maintain human rights, protect property, and promote public safety.

## Values

- We value our members and have confidence in individual initiative and the ability to solve problems.
- We value our partnership with the community as a means of identifying and addressing public safety and other quality of life issues.
- We value excellence and are committed to continuous process improvement.
- We value the law and are committed to the protection of individual human rights.
- We value diversity among our department members and the community we serve.
- We value integrity, fairness, and open communication.
- We value teamwork and collaboration as a means to achieve organizational success.
- We value courteous and respectful interaction with all people.

## Did you know...

- In 2001, the Mesa Police Department handled 1.5 million phone calls.
- Mesa takes calls for Mesa Police, Mesa Fire, Gilbert Fire, and Apache Junction Fire District.

**The City of Mesa respects, values, and welcomes diversity in our workforce.**

**To this end, we encourage all interested people to apply.**

## The Position

A Public Safety Dispatcher - Lateral performs most of the duties of a Public Safety Dispatcher based on previous dispatching experience. An incumbent in this class learns to perform the full scope of duties of a Mesa Public Safety Dispatcher through a structured on-the-job training program tailored to each individual's experience or lack of in the areas of answering 911 calls, dispatching fire and emergency medical services or dispatching police services. Incumbents are trained according to Mesa Police Department policies and operating procedures. Duties include: receiving calls from the public; evaluating the calls for proper action; and initiating Police or Fire response by obtaining information required for dispatching field units. An employee in this class learns to dispatch messages and calls by voice and computer to police or fire units and to maintain radio contact with mobile units. Typically, intense training is provided for ten to twelve weeks; however, additional training to reach full performance may be required. As training progresses, employees are expected to demonstrate extensive communication skills and to exercise good judgment under pressure. An employee in this class must progress within a specified time frame to the classification of Public Safety Dispatcher (assigned to either police or fire/emergency medical services) after successful completion of training and achievement of satisfactory performance evaluations. A Public Safety Dispatcher - Lateral may be assigned to either a day, swing, or graveyard shift on a regular, rotational basis that includes nights, weekends, and holidays. This class is FLSA nonexempt.

## Experience/Education

**Education and Experience:** Graduation from high school or GED preferred. Requires any combination of training, education, and experience equivalent to at least two years of work experience in communications involving one or more of the following areas: dispatching fire services, dispatching emergency medical services, or dispatching police services. A typing speed of at least 35 net words per minute is required. Experience with computer data entry and/or in dealing with emergency traffic is required. Bilingual speaking skills (English/Spanish) are desirable.

**Special Requirements:** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation, medical examination, and hearing test. After hire, employees in this classification are required to successfully complete the Emergency Medical Dispatcher (EMD) certification training course.

## Application and Selection Process

To obtain an application and supplement, interested applicants may access the City website, call, or visit the City of Mesa Personnel Office.

**APPLY:** CITY OF MESA PERSONNEL OFFICE  
SOUTH CENTER STREET CAMPUS  
200 S. CENTER STREET, BUILDING 1  
MESA, ARIZONA 85210

**MAIL APPLICATIONS TO:**  
PERSONNEL OFFICE  
P. O. BOX 1466  
MESA, AZ 85211-1466

**Website:** <http://www.cityofmesa.org/jobs>  
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759  
OR 1-800-662-5053 Toll Free

- Applications and supplements will be reviewed and the most qualified applicants will be interviewed by an Oral Board.
- A list of eligible applicants will be established from these interviews.
- All applicants will be notified of their status by mail.
- Final selection will be made by the appropriate Department Manager.

### We've Got You Covered...

- Health/Medical Insurance
  - HMO
  - PPO (Blue Cross/Blue Shield)
- Dental Insurance (w/orthodontics)
- Vision Plans (2 to choose from)
- Prescription Drug Discounts
- Life Insurance
  - Supplemental
  - Accidental Death and Dismemberment
- Commuter Insurance
- Long and Short Term Disability

### And Make Sure You Have "Time for You"...

- Biweekly Pay
- Vacation for Full-time Employees
  - 12 Days Per Year for First 2 Years
  - 18 Days Per Year After 2 Years
- Holidays - 10 Paid Holidays
- Sick Leave 12 Days Per Year
- Sick Leave Conversion - 1 Sick Day Converts to 1 Vacation Day After Accruing 1040 Hours of Sick Leave
- Family Medical Leave Act - 12 Weeks
  - Serious Illnesses
  - Maternity/Paternity/Adoption
- Bereavement Leave
- Military Leave
- Jury Duty/Witness Leave
- Voting Leave

### By Providing a Flexible, Employee-Focused Work Environment...

- Career Development
  - Career Counseling
  - Promotional Opportunities
  - Onsite and Offsite Training
- Credit Union
- Direct Pay Deposit
- Educational Assistance
  - Tuition Reimbursement - based on availability of funds
- Employee Programs
  - Community Spirit Program
  - Flexible Spending
    - Child Care Expenses
    - Health Care Expenses
- Medical Leave Assistance
- Service Awards
- Suggestion Program "Idea Club"
- Free Parking
- Flexible Work Environments (Based on Supervisor's Approval)
  - Business Casual Dress
  - Flexible Hours
  - Job Sharing
  - Telecommuting
- Payroll Deductions
- Referral Programs
  - Childcare
  - Elder Care
  - Employee Assistance Program (EAP)

Benefits Subject to Change, and Merit System Rules

### And, Special Incentives, (if qualified)...

- Bilingual Compensation
- Call-Out Pay
- Comp Time/Over Time
- Deferred Compensation (City Contributions)
- Employee Recognition (STAR Program)
- Mileage Reimbursement
- Shift Differential
- Standby Pay
- Bus Passes
- Uniform Allowance Including Safety Shoes

### And, Help You Plan for Your Financial Future...

- Exceptional Retirement Plan With Defined Benefits
- Arizona State Retirement (ASRS)
- Public Safety Personnel Retirement (PSPRS)
- Deferred Compensation 457 Plan
- Retiree Benefits
  - Dental
  - Medical
  - Vision
  - Social Security

---

### EMPLOYMENT INFORMATION

- If you would like a copy of the essential functions of this position, please contact the Personnel Office. Every effort will be made to process your application in a timely manner. The selection process ensures a very thorough review of all applications to determine those who meet the minimum requirements for this position. Due to the large number of applications received for most positions and the thoroughness of the screening process, the review and response to applications requires up to four weeks to complete.
- Please wait to hear from us; do not call the Personnel Office to check on the status of your application. You will be notified by mail when the review is completed.
- If mailing your application through U.S. mail, please use the P. O. Box 1466, Mesa, AZ 85211-1466 address and allow three+ days for receipt. If using an overnight mail service, be sure to use the 200 S. Center St., Bldg. 1, Mesa, AZ 85210 street address.

### PRE-EMPLOYMENT REQUIREMENTS

- Approval of employment by the Department Manager.
- Passing a drug screen.
- If required by the position, passing a scheduled physical examination paid for by the City.
- Successful completion of background investigation.
- All applicants hired by the City must provide official verification as to identity and work authorization.

### PLEASE NOTE:

- If you are invited to a testing process and might require reasonable accommodation to participate, please advise the Personnel Office at the time you are contacted.
- All applications (and supplements) must be signed and must be submitted to the Personnel Office by the closing date.
- The City of Mesa considers each applicant for City employment only on the basis of his or her qualifications for the job and without regard to race, color, religion, sex, marital status, age, disability, national origin, or any other non-job-related factor.
- City Policy allows the hiring of relatives of current City employees into the same department as the currently employed relative. However, relatives may not work for the same immediate supervisor if the related employees are physically located in the same work area/office. An employee who has the authority may not appoint or recommend a relative to any position within the same chain of command.
- Department Managers, the City Clerk, the Presiding City Magistrate, Mayor, and City Councilmembers, and Council appointed boards and committee members will not be allowed to have a relative employed in any City department.

**LIST OF AGENCIES FOR  
KEYSTROKE AND TYPING SPEED CERTIFICATE REQUIREMENTS**

The job announcement indicates that a certificate for typing speed must be provided to the Personnel Division along with the employment application that indicates your ***net*** typing speed. Net typing speed is the number of words typed per minute minus the number of errors.

If you do **not** have certificate, you may obtain one at the temporary employment agencies listed below:

**Randstad \***

1400 E. Southern, #305

Tempe, AZ 85282

\$6.00 charge (exact change is required)

Phone Number: 480-345-2599

**Call to make appointment**

9:00 a.m. - 4:30 p.m.

**Staffmark \***

3410 E. University Drive, Suite 160

Phoenix, AZ 85034

\$5.00 charge (exact change is required)

Phone Number: 602-470-8000

**Call to make appointment**

7:30 a.m. - 4:30 p.m.

**Westaff Temporary Services**

*Central Office \**

3550 N. Central, #160

Phoenix, AZ 85012

*Central and Columbus (Valley Bank Building)*

\$6.00 charge (exact change is required)

Phone Number: 602-604-6120

**Call to make appointment**

8:00 a.m. - 4:30 p.m.

*Kyrene Office \**

9280 S. Kyrene, #119

Tempe, AZ 85284

\$6.00 charge (exact change is required)

Phone Number: 480-753-4325

**Call to make appointment**

8:00 a.m. - 4:30 p.m.

*Mesa Office \**

745 W. Baseline, #15

Mesa, AZ 85210

\$6.00 charge (exact change is required)

Phone Number: 480-833-4436

**Call to make appointment**

8:00 a.m. - 4:30 p.m.

**Department of Economic Security**

Job Service

163 N. Dobson Rd.

Mesa, AZ 85201-6066

*(No Alphanumeric Testing available)*

No fee

Phone Number: 480-962-7678 Ext. 7701

**Call to make appointment**

8:30 a.m. - 3:00 p.m.

*Summer Testing: Thursday and Friday only*

*\* Typing and Alphanumeric testing available*

March 8, 2001

4:45 p.m.

**Standard Speed Typing**

Time Allotted: 3 min  
Time Taken: 3 min 0 sec

Correction Level: Current Word  
Editor Option: Generic

Gross WPM: 57

Number of typing errors: 4 Omitted phrase = zero errors

Error Rate:  $\frac{1\%}{53 \text{ Net Words Per Minute}}$

Number of Spacing Errors: 1

<b>Staffmark</b> <i>This will certify that the skills of:</i> <b>Name of Applicant</b>
<i>were verified on this date as follows:</i> <b>Typing:</b> 53 Net WPM <b>Shorthand:</b> <b>Business Math:</b>
<b>Date: 3/8/01</b>
<b>Signed by: Staffmark Employee</b>

**SAMPLE**

March 8, 2001

4:45 p.m.

**Standard Speed Typing**

Applicant=s text with errors

Keeping **cutomers** happy is vital to the success of our business. In the final analysis, service is all we really have to sell, and **servie** means good customer relations. Customer loyalty must be earned. It starts with the first contact and is a never-ending daily job. The moment **is** ceases, business begins to deteriorate. Ours is a people business. We must enjoy dealing with customers. We must make them feel comfortable and get them to have confidence in use. Following are some ways we can do this.

Customers like attention. No one **like** to be treated as just another account number. Mark Twain once said he could live two weeks on a **complaint**. So could all of us, including our customers. Efficient service is also essential. Customers expect prompt, accurate handling of their business transactions. However, they don=t want us to be tense or abrupt, rather friendly and efficient at the same time.

The telephone plays a vital part in establising good customer relations. [S1] A large percentage of our business wiht customers is conducted by telephone, and every telephone contact makes an impression: positive, negative or indifferent. Extra care should be taken in telephone usage, in order to leave the customer with a good impression.

Customers expect the telephone to be answered promptly, preferably on the first ring. They expect a friendly, interested, receptive answer and resent being placed

[S1] indicates extra or omitted spacing.

**SAMPLE**

# EMPLOYMENT APPLICANT PROFILE SHEET

The City of Mesa is pursuing an Affirmative Action Program to continue equal employment opportunity in its hiring practice. Please help us in this effort by completing the information below. The completion of this form is not mandatory, but your cooperation is appreciated. Your information will assist us in monitoring the effectiveness of our program and in keeping records required by the federal government. Profile information will be kept separately from your application and will **not** be used to discriminate in any way in the employment process.

PERSONNEL DATE STAMP ONLY

**TITLE OF JOB FOR WHICH YOU APPLIED:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle Name or Initial

**SEX:** \_\_\_\_ Female \_\_\_\_ Male **DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please select one race/ethnic category below** (as defined by the Equal Employment Opportunity Commission) that you most identify with.

\_\_\_\_ **White** (W) (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_\_ **Black** (B) (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

\_\_\_\_ **Hispanic** (H): All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

\_\_\_\_ **Asian or Pacific Islanders** (A): All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

\_\_\_\_ **American Indian or Alaskan Native** (I): All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_\_ **Other** (O): All persons not identified with the above categories.

**Do you have a physical or mental disability** as defined by the Americans With Disabilities Act? \_\_\_\_ Yes \_\_\_\_ No

**Are you a Veteran?** \_\_\_\_ Yes \_\_\_\_ No

A DD214 must be attached for veteran preference points on an initial scored exam. **If no exam is scheduled, the DD214 is not needed.** (See job announcement selection process to determine if an initial scored exam is scheduled).

If you are a veteran, have you attached a copy of your DD214? \_\_\_\_ Yes \_\_\_\_ No

**How did you learn of this recruitment?**

\_\_\_\_ Walk-in (WI) \_\_\_\_ Job Hotline (JH) \_\_\_\_ Tucson Star (TS)  
\_\_\_\_ Mesa Tribune (MT) \_\_\_\_ Arizona Republic (RG) \_\_\_\_ Spanish Newspaper (SP)  
\_\_\_\_ Internet (NT) \_\_\_\_ Job Fair (JF) \_\_\_\_ Arizona Informant (AI)  
\_\_\_\_ City employee notified me of opening (EN) \_\_\_\_ I am a current employee (CE) \_\_\_\_ Asian Times (AT)  
\_\_\_\_ Community Svc. Org. (Specify-DES, etc.) \_\_\_\_\_ (CS)  
\_\_\_\_ Other (O) - Specify (Examples: Cable TV, College Placement, etc., please specify source here): \_\_\_\_\_



# CITY OF MESA EMPLOYMENT APPLICATION

Personnel Division, 200 S. Center Street, Building #1

P. O. Box 1466, Mesa, AZ 85211-1466

- \* Read the job announcement before completing the application. Request a copy if one is not provided.
- \* Please type or print neatly in ink (preferably black). Do not use pencil.
- \* Answer all questions completely and be sure to sign the application.

Position Applied For:	
Name (Last, First, Middle):	
Address: (Street - Apt. # or Mailing Address)	
(City, State, Zip Code)	
( ) Area Code	( ) Home Phone
( ) Area Code	( ) Work/Message Phone
E-mail Address:	
<b>Are you related to any City of Mesa employee or a member of City Council, Advisory Board, or Commission?</b> If yes, Name(s):	<input type="checkbox"/> No <input type="checkbox"/> Yes Dept./Board, etc. _____ Relationship(s) to you: _____
<b>Are you 18 years of age or older?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Did you receive a high school diploma or GED?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Circle highest grade completed:</b> 5 6 7 8 9 10 11 12 College 1 2 3 4 5 6	
Names of Colleges or Universities Attended	From To Degree Major & Minor
Other Schools: Technical, Business, Trades, etc.	
From	To Courses Studied
<b>Do you have a valid Driver's License?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what state (AZ)? _____
<b>Do you have a current Commercial Driver's License?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what class (A, B, C)? _____
Registrations/Certifications/Licenses/Special Skills/Professional Memberships: _____	
<b>Have you ever been employed by the City of Mesa?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (Not through temp agency)	
<b>If you are a City employee now, indicate approximate original City of Mesa hire date:</b> _____	
<b>and current pay range and step:</b> _____	<b>Employee #:</b> _____
<b>Have you ever been fingerprinted for the City of Mesa?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, indicate approximate date _____ and position title _____	

- \* Please read the Position Description in the job announcement to guide you in describing your experience. Your experience, and the way you describe it as it relates to the position you apply for is important.
- \* Start with your present or most recent position.
- \* **List complete work experience.** If more space is required, fill out a blank sheet of paper or use the Employment Application Addendum. Include military and volunteer experience.
- Do not write "See Resume" in the spaces below instead of completing the following employment record.***

Reason for leaving

**PREVIOUS EMPLOYER**

Reason for leaving

**Please be very careful in completing this section. The Personnel Division will verify this information. The City of Mesa highly values integrity. It is essential that you be honest and truthful.** The information disclosed will not necessarily bar you from further consideration. This includes any misdemeanors and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug-related convictions, Driving Under the Influence (DUI); Driving While Intoxicated (DWI), failure to appear in court, larceny, shoplifting, trespassing, etc.). Such convictions may have resulted in a fine(s), community service, probation or jail/prison time. Applicants are not required to report convictions that have been expunged or sealed by a court of law.

***Certification of applicant: (Read your answers carefully before signing below.)***

SIGNATURE



# EMPLOYMENT APPLICATION ADDENDUM

POSITION APPLIED FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

Last

First

Middle

**List complete work experience. If more space is required, fill out a blank sheet of paper or use the Employment Application Addendum.** Include military and volunteer experience.

**Do not write "See Resume" in the spaces below instead of completing the employment record.** The amount of experience, and the way you describe it as it relates to the position for which you are applying, is important. Read the Position Description listed in the job announcement to guide you in describing your experience.

## PREVIOUS EMPLOYER \_\_\_\_\_

Position Title \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Employment Dates From \_\_\_\_\_ To \_\_\_\_\_ Hours/Wk \_\_\_\_\_

Major Duties \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

## PREVIOUS EMPLOYER \_\_\_\_\_

Position Title \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Employment Dates From \_\_\_\_\_ To \_\_\_\_\_ Hours/Wk \_\_\_\_\_

Major Duties \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

## PREVIOUS EMPLOYER \_\_\_\_\_

Position Title \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Employment Dates From \_\_\_\_\_ To \_\_\_\_\_ Hours/Wk \_\_\_\_\_

Major Duties \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

## PREVIOUS EMPLOYER \_\_\_\_\_

Position Title \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Employment Dates From \_\_\_\_\_ To \_\_\_\_\_ Hours/Wk \_\_\_\_\_

Major Duties \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

SUPPLEMENTAL APPLICATION

FOR

**PUBLIC SAFETY DISPATCHER - LATERAL**

1. Describe the scope and depth of your experience in each of the following areas. If more than two employers for any one kind of experience, describe the work which best prepared you for this position.

A. Dispatching Police Services: Total Years/Months: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

B. Dispatching Fire Services: Total Years/Months: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

(CONTINUED)

C. Dispatching Emergency Medical Services: Total Years/Months: \_\_\_\_\_

---

---

---

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

D. Answering 911 Calls: Total Years/Months: \_\_\_\_\_

---

---

---

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_ # of Yrs./Mos.: \_\_\_\_\_

Position: \_\_\_\_\_

2. Describe your experience with computer data entry and/or working on a computer aided dispatch system.

---

---

---

3. Describe your experience dealing with emergency traffic.

---

---

---

(CONTINUED)

**REMINDER: A TYPING SPEED CERTIFICATE OR A PRINT OUT OF THE TYPING TEST WITH THE GROSS SPEED AND NUMBER OF ERRORS INDICATED MUST BE ATTACHED TO YOUR APPLICATION. THE AGENCY, PERSON CONDUCTING THE EXAM, AND THE TEST DATE SHOULD ALSO BE INDICATED. THE CERTIFICATE/TYPING TEST MUST BE ATTACHED TO YOUR APPLICATION TO VERIFY YOUR NET TYPING SPEED. THE ONLY EXCEPTION WILL BE IF THE MESA PERSONNEL DIVISION HAS ADMINISTERED A TYPING TEST TO YOU WITHIN THE PAST YEAR AND HAS A RECORD OF YOUR TYPING SPEED WHICH MEETS THE MINIMUM REQUIREMENTS.**

NET Typing Speed as tested (Certificate or typing test attached)

Signature \_\_\_\_\_ Date \_\_\_\_\_

TO/mh/ps  
SA3841.DOC  
8/02

# MESA POLICE DEPARTMENT PREPOLYGRAPH QUESTIONNAIRE

**NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**\*\*\*\*\* FAILURE TO ANSWER ALL OF THE FOLLOWING QUESTIONS  
IN DETAIL MAY DISQUALIFY YOUR APPLICATION \*\*\*\*\***

**MILITARY:** - Did you serve in the military? ☐ Yes ☐ No

If you served in the military, what was your discharge status? \_\_\_\_\_

**ARREST HISTORY:** - The following questions pertain to your experiences in this country and all other countries. Do not include minor traffic violations. Explain all "yes" answers in detail in the space for Additional Information on the reverse side of this page.

1. Have you ever had any contact with a police officer? ☐ Yes ☐ No
2. Have you ever been warned about anything by a police officer? ☐ Yes ☐ No
3. Have you ever been detained by a police officer? ☐ Yes ☐ No
4. Have you ever been accused of a crime? ☐ Yes ☐ No
5. Have you ever been charged with a crime? ☐ Yes ☐ No
6. Have you ever been arrested? ☐ Yes ☐ No
7. Have you ever been convicted of any crime? ☐ Yes ☐ No
8. Have any relatives of you or your spouse ever been convicted or imprisoned? ☐ Yes ☐ No
9. Have the police ever been called to your home for any reason? ☐ Yes ☐ No

If you have answered "yes" to any of the questions above, please list the corresponding number (1 - 9) and describe the incident below. Make certain you have explained the incident in more detail using the Additional Information section on the next page. **ALL INCIDENTS MUST BE EXPLAINED IN DETAIL.**

[illegible]

**NARCOTICS:** If you have tried or used any of the drugs listed below, check the "yes" box. If you have not, check the "no" box. **INCLUDE THE NUMBER OF TIMES USED AND DATES.**

	Yes	No	Total # Times Used	# Times Used Since 21st Bday	Date/s (Mo/Yr)
Marijuana	___	___	(     )	(     )	_____
Hashish	___	___	(     )	(     )	_____
Thai Sticks	___	___	(     )	(     )	_____
Barbiturates	___	___	(     )	(     )	_____
Amphetamines (Speed, Etc.)	___	___	(     )	(     )	_____
Cocaine	___	___	(     )	(     )	_____
Heroin	___	___	(     )	(     )	_____
Opium	___	___	(     )	(     )	_____
Injectable Steroids	___	___	(     )	(     )	_____
Oral Steroids	___	___	(     )	(     )	_____
Hallucinogenic Substances (LSD, PCP, Mescaline, Mushrooms, Etc.)	___	___	(     )	(     )	_____
Inhalants (Paint, thinners, glue)	___	___	(     )	(     )	_____

If you have tried or used any of the drugs listed above or if you have tried or used any other drug without a doctor's prescription explain in detail below. If more space is needed, attach an additional sheet of paper. **YOU MUST INCLUDE DATES AND NUMBER OF TIMES USED.**

---



---



---

### MESA POLICE DEPARTMENT APPLICATION HISTORY

Have you previously applied for **any** position with the Mesa Police Department? \_\_\_ Yes \_\_\_ No

If yes, what position title? \_\_\_\_\_

If yes, when did you apply? \_\_\_\_\_ Month/Year

Did you complete a background investigation **and/or** polygraph examination? \_\_\_ Yes \_\_\_ No

### ADDITIONAL INFORMATION

If more space is needed, attach an additional sheet of paper.

---



---



---

**I hereby certify that all answers given here are complete and true. Falsification is grounds for disqualification.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

netpoly.doc 10/01(HRPROFVAPDF)